

**Commonwealth of Massachusetts  
Department of Fire Services  
Massachusetts Firefighting Academy  
Job Posting**

**Coordinator of Simulation Training Unit**

**Job Information:**

Job Title:	Coordinator of Simulation Training Unit
Position Type:	Contract
Full-time/Part-time:	Part-time
Salary Range:	\$23.88 - \$27.21 per hour
Shift:	Part-time: 8:30 – 5:00
Number of Vacancies:	One
Confidential:	No
City/Town Location:	Stow
Facility Location:	Regional
Region:	Central
Application Deadline:	September 22, 2006

**Description:**

This person shall coordinate the operation and support of the State of the art Simulation Training Unit that is built into a fifty-three foot mobile trailer. This person will work in conjunction with a Technical Support Coordinator in all aspects and operation of this unit. The person will report directly to the Deputy Director of the Massachusetts Firefighting Academy and work closely with the Fire Academy Scheduler.

**Duties:**

- Responsible to learn all aspects of the unit and its operation.
- Coordinate all set up, operation, shut down, upgrades, repairs and overall maintenance of the unit.
- Oversee the instructional staff that will utilize the unit to ensure quality control of the programs and the equipment.
- Work with a variety of Department of Fire Services staff as well as students (participants) and staff from many other agencies in the Commonwealth in the delivery of programs utilizing the unit.
- Requires a great deal of personal contact with instructors and students from all over the Commonwealth.
- Works with the Fire Academy Development staff on the creation and implantation of a variety of scenarios to be used in the unit.
- Works with the Special Operations Unit and Coordinator for training and operation of the unit for large scale incidents.

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.

### **Preferred Qualifications:**

#### Minimum:

- Good personal skills
- Basic understanding of computers and basic operations
- Good understanding of tactical fire and EMS operations
- Good communication skills
- Good mechanical skills
- Ability to work in a fast paced changing environment

#### Special:

- Minimum of a Certified Fire Instructor Two
- Completion of NIMS 400

### **How to Apply:**

Submit Cover Letter, Resume and Application to:

Department of Fire Services

Human Resources Office

P.O. Box 1025

State Road

Stow, MA 01775

Telephone: (978) 567-3146

E-mail: [Marilyn.Nieve@state.ma.us](mailto:Marilyn.Nieve@state.ma.us)

Please download application from DFS website [www.state.ma.us/dfs](http://www.state.ma.us/dfs) and click on jobs@DFS

Agency web address: <http://www.state.ma.us/dfs>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3110

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